

# GLC Wedding Guidelines

## Members Fees for Sanctuary or Chapel Wedding

- Sanctuary Wedding - Member fees:

|                    |              |  |
|--------------------|--------------|--|
| Building Charge:   | \$000        | no charge  |
| Pastor Honorarium: | \$200        | paid directly to the pastor                                |
| Custodian:         | \$150        | Make check payable to custodian                            |
| Sound person:      | <u>\$ 75</u> | Make check payable to sound person                         |
| Member Deposit:    | \$425        | to secure date - <b>Refundable</b> if wedding is canceled. |
  - Chapel Wedding – Member deposit fees (holds up to 50 guests):

|                    |              |                                       |
|--------------------|--------------|---------------------------------------|
| Building Charge:   | \$000        | no charge                             |
| Custodian:         | \$ 75        | no rehearsal – add \$25 for rehearsal |
| Pastor Honorarium: | <u>\$200</u> | paid directly to the pastor           |
|                    | \$275        | no rehearsal or \$300 with rehearsal  |
  - Other fees:

|                         |   |  |
|-------------------------|---|--|
| <i>*Host Pastor Fee</i> | <i>\$200 - paid directly to the host pastor</i>             |  |
| Organist/musicians:     | negotiated with and paid directly to the organist/musicians |  |
| Soloist:                | negotiated with and paid directly to the soloist            |  |
  - For a dining room reception please add custodial and dishwasher fee of:  
\$100 minimum up to 100 guests.  
\$180 for maximum number of guests up to 180 (seating max is 180)
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## Non-Members Fees for Sanctuary or Chapel Wedding

- Sanctuary Wedding for Non-member fee:

|                     |              |  |
|---------------------|--------------|--|
| Building Charge:    | \$500        |  |
| Pastor Honorarium:  | \$350        | Make check payable to pastor, but drop off at church       |
| Custodian:          | \$200        | Make check payable to custodian, but drop off at church    |
| Sound person:       | <u>\$100</u> | Make check payable to sound person, but drop off at church |
| Non-member Deposit: | \$1150       | to secure date - <b>Non-refundable</b>                     |
- Chapel Wedding for Non-member fees (holds up to 50 guests):

|                    |              |  |
|--------------------|--------------|--|
| Building Charge:   | \$100        |  |
| Pastor Honorarium: | \$350        | Make check payable to pastor, but drop off at church |
| Custodian:         | <u>\$100</u> | no rehearsal – add \$25 for rehearsal                |
|                    | \$550        | no rehearsal – \$575 with rehearsal                  |
- Other fees: (see fee payment schedule below)

|                     |   |  |
|---------------------|---|--|
| <i>*Host Pastor</i> | <i>\$200 - paid directly to the pastor</i>                  |  |
| Organist/musicians: | negotiated with and paid directly to the organist/musicians |  |
| Soloist:            | negotiated with and paid directly to the soloist            |  |
- For a dining room reception please add custodial and dishwasher fee of:**  
**\$150 minimum up to 100 guests**  
**\$250 for maximum number of guests up to 180 (seating max is 180)**

*\*Host pastor from GLC is necessary when a visiting pastor will be officiating the wedding. See wedding policy.*



- **Candles:**

8 Altar candles are provided by the church. These are stationary above the Altar.

1 Christ candle is stationary by the baptismal font.

**2 optional** - candelabras are available (each holding 7 candles) and are provided by the church. These candles are moveable.

Unity candle and tapers may be used, but must be supplied by the couple.

Additional candles are occasionally used, but must be approved by the pastors.

- **Flowers:** Cut flowers or artificial flowers may be used. Flowers in memory of loved ones may be placed on the Altar along with a protective mat under the flower arrangement.

- **Aisle runner:** An aisle runner is allowed but is not provided. The length of the runner should be 75 feet long.

- **Food or Drink:** No food is allowed in the sanctuary. Water is allowed as may be needed for the bridal party, musicians, and pastors.

- **Paraments:** the church paraments (cloth coverings on the altar, lectern and pulpit) reflect the season of the church. They may not be removed or obscured. In general, you may expect the colors of the paraments to be as follows:

|        |           |                                      |
|--------|-----------|--------------------------------------|
| Blue   | Advent    | four weeks prior to Christmas        |
| White  | Christmas | Early December – January 5           |
| Green  | Epiphany  | January 6 to Ash Wednesday           |
| Purple | Lent      | Ash Wednesday to Palm Sunday         |
| White  | Easter    | Easter Day and seven weeks following |
| Green  | Pentecost | most of June – November              |

- **Furniture:** The pulpit and lectern will be moved by our staff. No further movement of the furniture is allowed.

- **Fixtures:** No movement of Altar candles, cross, Christ candle, or Baptismal font is allowed.

- **Snacks:** Any snacks served in the church must be cleaned up 30 minutes prior to the service. The couple is responsible for snacks, utensils, plates, cups, and any paper products.

- **Seating:** Seating should begin 30 minutes prior to the wedding, with special seating of grandparents and parents about 5 minutes prior to the start of the service. Any late arrivals (arriving after the bride's mother is seated) should be seated in the balcony or asked to wait to enter the sanctuary until after the bride has entered.

- **Cards/Gifts:** It is the responsibility of the families to watch over cards/gifts brought to the church.

- **Bulletins:** The couple is responsible for producing a bulletin. The pastor will provide you with an outline of the service that you can use in creating your bulletin. The pastor will also help you proof read your bulletin. Please provide a copy of your finished bulletin to the pastor as soon as possible.

- **Photography in the Sanctuary during the Service:**

Photographs, if done prior to the wedding, must be finished 1 hour prior to the wedding to allow for the wedding party to prepare for the ceremony.

Flash photography is used only during the processional and recessional. We want to help your photographer to do a good job for you. Please remind them to be discreet during the ceremony.

- **Guest book:** A guest book may be placed in the narthex. The guest book is the responsibility of the couple.

- **Rooms available for use:** Included in the building fee is the use of the Sanctuary/Narthex, Dressing Rooms, Restrooms, the Kitchen (for drinks and snacks) and the Chapel.
- **Reception:** Facilities are available for a wedding reception at the church. Additional fees apply.
- **Cleaning:** The custodian fee covers reasonable cleaning and normal wear or church facilities. Additional fees may apply if additional cleaning or repair is required.
- **Extras:** No birdseed, rice, confetti, balloons, fireworks/sparklers, animals, or other celebratory items are allowed. Bubbles may be used outside the building. Flower petals may be used but must be picked up by the family as they tend to ruin vacuum cleaners.

**Damage:** Any damage must be reported immediately to the custodian. In the event of default with the wedding agreement, the church may recover all costs including attorney fees and costs.

**Church address:**

Glenwood Lutheran Church  
 206 Minnesota Avenue East  
 Glenwood, MN 56334

**Directions:** Glenwood Lutheran Church is located two blocks east of the intersection of Minnesota Avenue (State Highway 28) and Franklin Street (State Highway 29/State Highway 104) in downtown Glenwood, Minnesota.

**Liability:** Do not leave valuables unattended at any time. Glenwood Lutheran Church is not responsible for items left unattended at any time.

**Exceptions:** Exceptions to these guidelines may be granted by the senior pastor when time is of the essence. Otherwise the Board of Deacons may grant exceptions without fear of setting any precedence. Only GLC pastors may request exceptions from the Board of Deacons.

**Glenwood Lutheran Church  
 Wedding Policies and Guidelines**

*“Marriage is a gift of God, intended for the joy and mutual strength of those who enter it and for the well-being of the whole human family. God created us male and female and blessed humankind with the gifts of companionship, the capacity to love, and the care and nurture of children. Jesus affirmed the covenant of marriage and revealed God’s own self-giving love on the cross. The Holy Spirit helps those who are united in marriage to be living signs of God’s grace, love, and faithfulness.*

*Marriage is also a human estate, with vows publicly witnessed. The church in worship surrounds these promises with the gathering of God’s people, the witness of the word of God, and prayers of blessing and intercession.”*

*(Evangelical Lutheran Worship, p. 286)*